Safeguarding & Child Protection Policy

MADANI MADRASAH · 2026–27

Updated November 2026

Designated Safeguarding Lead (DSL)	Shaykh Mohammed Ahmed
Deputy DSLs	Luqmaan Makda Zainab Varachhia Kadija Makda Fazila Dawson Tahira Muhammad Nazir Ali Osman
Approved by the Trustees	07 November 2026
Due for review	August 2027
Signed (Headteacher & DSL)	Mohammed Ahmed · 07/11/2026
Signed (Trustee)	Mohammed Ahmed · 07/11/2026

Policy consultation and review. This policy is available on the madrasah website (www.mccmadrasah.co.uk) and on request from the Madrasah office. Staff receive it at induction, and parents are told about it at enrolment and each September. It is reviewed annually by the Board of Trustees.

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Policy control

Organisation	Muslim Community College (Intl) — "MCC (Intl)", operating Madani Madrasah
Registration	Registered Charity No. 1200396 · Company No. 09355536
Address	77 Evington Valley Road, Leicester LE5 5LL (premises of Madani Schools Federation)
Contact	07542 547 498 (3:30–7:00pm) · headteacher@mccmadrasah.co.uk · www.mccmadrasah.co.uk
Version	2.0 — replaces "Policy for Safeguarding incorporating Child Protection" (July/September 2025)
Based on	KCSIE 2026 (in force 1 September 2026); Working Together to Safeguard Children 2026; DfE out-of-school settings guidance (2023); MSF Safeguarding/Child Protection Policy v1.6 (September 2026)
Approved by Trustees	[07 November 2026]
Review date	Aug 31, 2027, or sooner if law, guidance or a serious incident requires it

Safeguarding team 2026–27

Role	Name	Contact
Designated Safeguarding Lead (DSL) and Headteacher	Shaykh Mohammed Ahmed	headteacher@mccmadrasah.co.uk · 07542 547 498 safeguarding.mccintl@gmail.com
Deputy DSL	Luqmaan Makda (Administrative Manager)	Via Madrasah phone safeguarding.mccintl@gmail.com
Deputy DSL	Zainab Varachhia	Via Madrasah phone safeguarding.mccintl@gmail.com
Deputy DSL	Kadija Makda	Via Madrasah phone safeguarding.mccintl@gmail.com
Deputy DSL	Fazila Dawson	Via Madrasah phone safeguarding.mccintl@gmail.com

Role	Name	Contact
Deputy DSL	Tahira Muhammad	Via Madrasah phone safeguarding.mccintl@gmail.com
Deputy DSL	Mu'allim Nazir Ali Osman (Pre-Madrasah Supervisor)	Via Madrasah phone
Named Governor	Shakil Amanji	samanji@madani.leicester.sch.uk
Trustees	Mohammed Ahmed Hasan Anwar Patas Hamzah Rangara	mohammed@mccmadrasah.co.uk
Mental Health Lead	[to appoint]	—
Attendance Lead	Hafiz Luqmaan Makda	luqmaan.mcc@gmail.com
First Aiders	Shaykh Mohammed Ahmed, Luqmaan Makda, Usman Rafiq, Nazir Ali Osman, Huzayfa Chasawala	—
MSF Lead DSL (host school liaison)	Ms M Chopdat	dsl@madani.leicester.sch.uk · 0116 249 8080

The DSL or a deputy is on site for every session, boys' and girls'. Their names are displayed and printed in the Information Booklet.

1. Policy statement and status

1.1 MCC (Intl) is a separate registered charity and company from Madani Schools Federation (MSF). It runs Madani Madrasah on MSF's site but is responsible in its own right for the safety of every child it teaches. This policy is therefore MCC's own, and MCC's Trustees are accountable for it.

1.2 Madani Madrasah is an out-of-school setting (a supplementary religious school). Keeping Children Safe in Education (KCSIE) is statutory for schools, not for out-of-school settings, but MCC **adopts KCSIE 2026 as its standard** and follows the DfE guidance *After-school clubs, community activities and tuition: safeguarding guidance for providers* (2023) for matters KCSIE does not cover.

1.3 Because most School Session pupils are MSF pupils and we share one site, this policy mirrors MSF's procedures wherever it can: the same Leicester agencies, thresholds and language, and a direct line between the two DSLs (section 11). Where MSF's site rules are stricter, those rules apply to everyone on site.

1.4 Safeguarding is everyone's responsibility. Every member of staff, volunteer, Trustee and regular visitor must read this policy and act on it. The child's welfare is paramount, and we hold the attitude that **"it could happen here"**.

1.5 Our Islamic ethos strengthens this duty. Protecting children is an *amānah* (trust) from Allah; the Prophet ﷺ taught mercy to the young, and harming a child is never justified by religion, culture or tradition.

2. Purpose, aims and ethos

2.1 KCSIE 2026 defines safeguarding as: providing help as soon as problems emerge; protecting children from maltreatment inside or outside the home, including online; preventing harm to their mental and physical health or development; ensuring they grow up with safe and effective care; and acting so that all children have the best outcomes. Child protection is the part of this that protects children who are suffering, or likely to suffer, significant harm.

2.2 We aim to:

- create a madrasah where children feel safe, are listened to and know which adults to go to;
- make sure every adult recognises signs of abuse, neglect and exploitation and reports them the same day;
- respond to concerns quickly, record them accurately and refer to Leicester agencies when thresholds are met;
- recruit and manage staff and volunteers so that unsuitable people are kept out;
- work openly with parents and with MSF, while never letting that relationship delay action to protect a child.

2.3 Our A.S.K ethos — **Adab, Spirituality, Knowledge** — supports these aims. Lessons on akhlāq, rights of others, honesty and modesty help children understand respect, consent and how to seek help. Teachers remind pupils, in an age-appropriate way, that they can always talk to any teacher if something worries them, at home, online or in the madrasah.

2.4 Children may not feel ready, or know how, to tell someone they are being harmed, and may not see their experience as harmful. Staff therefore stay curious and report concerns rather than waiting for a disclosure. Embarrassment, culture, language or a family's standing in the community never stop a report.

2.5 We will not make promises to a child that we will keep secrets. We tell the child, kindly, who we need to tell and why.

2.6 We comply with the Equality Act 2010, the Human Rights Act 1998, the Data Protection Act 2018 and UK GDPR. Every child receives the same protection whatever their sex, race, disability, religion or belief, or other protected characteristic.

3. Scope and our setting

3.1 This policy applies to all pupils, staff (including cover and supply teachers), volunteers, Trustees, governors, contractors and visitors, during every MCC activity: on site, on trips, at events and online.

3.2 Our provision runs on weekday afternoons and evenings, and on some Saturdays, often after dark in winter:

Provision	Who attends	Times (2026–27)
School Sessions — Hifz and Islamic Studies	MSF pupils, straight after school; boys and girls taught separately	3:15pm to about 5:35pm
Community Sessions — Hifz, Islamic Studies	Children from the wider community	About 5:05pm to 7:25pm
Pray & Play	Younger children (5-6 years)	5:20pm to 6:50pm
College Hifz	College age students	5:40pm to 7:00pm
Boys' Hifz Saturday class	Boys' Hifz pupils, with Ẓuhr in Madani Masjid	12:30pm to 1:30pm

Provision	Who attends	Times (2026–27)
Events	Jalsahs, exams, parents' evenings, Food Sharing Day, Activity Day, MCC United football, Khidmah fun days	As published

3.3 Rooms used include the Humanities Block (boys), Maths Block (girls), the Mobile Block, Madani Sports Hall and Madani Masjid. Some of these spaces are shared with the public (the masjid) or with MSF staff, so supervision rules in section 17 apply.

3.4 A child is anyone under 18. Some College Hifz students may be 18 or over; concerns about an adult at risk are passed to the DSL, who will follow Leicester's adult safeguarding procedures.

3.5 The transition between school and madrasah (about 20 minutes for boys and 30 for girls) is supervised by MCC, led by the Pre-Madrasah Supervisor. Pupils may not leave the gates unless the Headteacher has authorised it in advance.

4. Roles and responsibilities

Board of Trustees (and Governing Board)

4.1 The Trustees hold final accountability for safeguarding at MCC. They will:

- approve this policy every year, publish it on www.mccmadrasah.co.uk and put right any weakness without delay;
- appoint either a Named Safeguarding Trustee and/or Named Safeguarding Governor who challenges and supports the DSL;
- make sure a DSL and enough trained deputies cover every session, with the role written into job descriptions;
- make sure safer recruitment (section 13), allegations procedures (section 15) and whistleblowing (section 16) are in place;
- complete safeguarding training at induction and keep it up to date, and have DBS and section 128 checks themselves;
- receive a termly safeguarding report from the DSL: training completed, numbers of concerns and referrals by category, audits and actions, with no child named;
- report **serious incidents** to the Charity Commission promptly, including any allegation of abuse involving MCC staff, volunteers or pupils;
- keep a written agreement with MSF covering safeguarding on its premises (section 17);
- hold appropriate insurance and review the Single Central Record at least termly.

4.2 Trustees do not investigate individual cases and have no right to details of them, except when exercising disciplinary functions.

Headteacher

4.3 The Headteacher makes sure this policy and its related policies are followed, that staff have time and training to carry them out, and that staff can raise concerns about unsafe practice. The Headteacher is the case manager for allegations against staff and liaises with the LADO (section 15).

4.4 At MCC, the current Headteacher is also the DSL and a Trustee. To keep checks and balances, any concern or allegation about the Headteacher goes to the **Chair of Trustees**, never to the Headteacher (section 15).

Designated Safeguarding Lead (DSL)

4.5 The DSL takes lead responsibility for safeguarding and child protection, including online safety, as set out in the KCSIE 2026 annex on the DSL role. The DSL will:

- be the first point of contact for staff, decide what action to take and make referrals to CASP, the police, Prevent/Channel and the LADO;
- keep secure, accurate child protection records and transfer them when a child leaves;
- liaise with the MSF DSL about shared pupils (section 11) and with parents where safe;
- attend or contribute to strategy meetings, child protection conferences and core groups;
- make sure all staff are trained and know this policy, and that posters show who the safeguarding team is;
- know which pupils have a social worker, are looked after or previously looked after, or have SEND, and help teachers support them;
- understand the risks of online harm and the filtering and monitoring of any MCC device or network;
- report termly to the Trustees.

4.6 Deputy DSLs are trained to the same level and act with the DSL's full authority when the DSL is absent. During term time a DSL or deputy is on site for every boys' and girls' session; if one is unavoidably off site, they are reachable by phone and a named deputy is told.

All staff and volunteers

4.7 Everyone working with our children must: read this policy and KCSIE 2026 Part 1 (or Annex A where the DSL directs); follow the Staff Code of Conduct; report every concern to the DSL the same day and record it in writing; never investigate or promise secrecy; and report any concern about an adult's behaviour (section 15).

5. Training and induction

5.1 Every new member of staff, cover teacher or volunteer receives a safeguarding induction **before working unsupervised and within their first two weeks**. Using the induction checklist (Appendix C), they receive and sign for:

- this policy and the Staff Code of Conduct (including safer working practice and phone/online rules);
- the MCC staff briefing *KCSIE (2026) Part 1 and Out-of-School Settings Safeguarding Guidance*, with its sign-off record;
- the behaviour policy, the attendance and collection procedures, and the missing-child procedure;
- the names of the DSL and deputies, how to record a concern and the whistleblowing route.

5.2 Training requirements:

Who	Training	How often
All staff and regular volunteers	Safeguarding and child protection, including online safety, Prevent awareness and low-level concerns	Annually (at the start of the year), plus updates at staff meetings at least termly
All staff	Read KCSIE Part 1 and sign the MCC briefing sign-off	Annually, each September
DSL and deputy DSLs	DSL training to Leicester partnership standard, including multi-agency working	Every 2 years, with updates at least annually

Who	Training	How often
DSL	Prevent and Channel awareness	Every 2 years
Headteacher and at least one Trustee	Safer recruitment	Every 3 years
Headteacher (case manager)	Managing allegations / LADO	Every 2 years
Trustees	Safeguarding governance, including online safety	At induction, then regularly

5.3 The DSL keeps a training log showing who completed what and when, and reports gaps to the Trustees each term.

5.4 Staff are encouraged to keep up with local guidance through the Leicester Safeguarding Children Partnership (LSCPB) website and the LLR multi-agency procedures (llrscb.proceduresonline.com).

6. Recognising abuse, neglect and exploitation

6.1 Abuse is a form of maltreatment: someone may harm a child, or fail to act to prevent harm. Harm includes the impact of witnessing the ill-treatment of others, such as domestic abuse. It can happen in person, online, or both, and can be by adults or other children.

Type	What it means	Signs staff may notice
Physical abuse	Hitting, shaking, throwing, burning, or otherwise causing physical harm, including deliberately causing illness	Unexplained bruises or marks, injuries in unusual places, flinching, reluctance to go home
Emotional abuse	Persistent ill-treatment that harms emotional development: making a child feel worthless, frightened or unloved; bullying; exploiting	Low self-worth, anxiety, extreme behaviour, fear of making mistakes or of parents being told
Sexual abuse	Forcing or enticing a child into sexual activity, in person or online, including non-contact activity and grooming	Sexual knowledge or behaviour unusual for their age, secrecy, new "gifts", fear of a particular person
Neglect	Persistent failure to meet basic needs: food, clothing, shelter, supervision, medical care, emotional needs	Hunger, poor hygiene, untreated illness, tiredness, frequently late or uncollected
Exploitation	Sexual or criminal exploitation, where an imbalance of power is used to coerce or deceive a child	Unexplained money or phones, older "friends", missing episodes, change in friendships

6.2 These signs are not proof. A single sign may be enough to report; more often a picture builds over time, which is why every small concern is recorded and passed to the DSL.

6.3 Mental health problems can be an indicator that a child has suffered, or is at risk of, abuse. Staff do not diagnose; they report concerns to the DSL. Children with SEND or health conditions may show abuse differently, may be more isolated or bullied, and may find it harder to tell. Staff must not assume that a mark, mood or behaviour is "just their condition".

6.4 Some children are more vulnerable: those with a social worker, looked-after and previously looked-after children, young carers, children in private fostering arrangements, children who go missing, and children affected by parental substance misuse, mental illness, domestic abuse or imprisonment.

7. Responding to concerns and disclosures

7.1 **If a child is in immediate danger, call 999 first**, then tell the DSL. Anyone can do this.

7.2 When a child tells you something, or you notice something worrying:

1. **Stay calm and listen.** Let the child speak freely. Take them seriously and reassure them they were right to tell you and are not to blame.
2. **Do not investigate.** Only ask open questions if you need to clarify (TED: *Tell me*, *Explain*, *Describe*). Never ask leading questions, examine the child or photograph an injury.
3. **Do not promise secrecy.** Explain kindly that you must tell the people whose job is to help keep them safe.
4. **Never confront** the person the child names, and do not discuss it with colleagues or parents.
5. **Tell the DSL or a deputy straight away**, in person, before the child goes home. If none can be found, tell the most senior member of staff on site.
6. **Write it down the same day** on the Concern Record Form (Appendix B): date and time, the child's exact words (including slang), what you saw, who was present, and what you said. Use a body map for marks. Sign, date and hand it to the DSL.
7. **Look after yourself.** Hearing a disclosure can be upsetting; the DSL will make time to support you.

7.3 The DSL decides the next step, records the reasons, and where needed seeks advice from **CASP (Children's Assessment, Support and Prevention), Leicester City Council, 0116 454 1004**. The possible outcomes are:

- monitoring and pastoral support within the madrasah;
- signposting the family to Community Early Help or Targeted Family Help (via the Multi-Agency Referral Form, MARF);
- a referral to CASP where a child is in need or at risk of significant harm;
- a report to Leicestershire Police (999 or 101) where a crime may have been committed;
- a Prevent referral where there is a risk of radicalisation (section 8).

7.4 Where a pupil also attends MSF, the DSL informs the MSF DSL the same day unless CASP or the police advise otherwise (section 11).

7.5 Anyone may refer directly to CASP or the police if they believe a child is at risk and the DSL, deputies and Headteacher are unavailable, or if they believe their concern has not been acted on. Staff who remain unhappy with the response should escalate to the Chair of Trustees and, if needed, to CASP. Concerns should always lead to help for the child.

7.6 **Legal reporting duties.**

- **Female Genital Mutilation:** any staff member who learns that FGM appears to have been carried out on a girl under 18 tells the DSL immediately, and the police are informed on 101. Staff who are also teachers in a school are personally bound by the mandatory reporting duty and must make that report themselves.
- **Child sexual abuse:** the Crime and Policing Act 2026 creates a legal duty for people in regulated activity with children to report child sexual abuse that a child discloses to them or that they witness. It is expected to come into force no earlier than spring 2027. MCC already applies this standard: every such disclosure is reported to

the DSL immediately and to CASP or the police the same day. This section will be updated when the duty commences.

8. Specific safeguarding issues

8.1 Staff are trained on the issues in KCSIE 2026 Part 1 and Annex A. Leicester's local priorities, which MSF shares, are radicalisation, FGM, online safety, contextual safeguarding, knife crime, drugs-related criminal activity, honour-based abuse and forced marriage. All concerns below follow the procedure in section 7.

Issue	What MCC staff need to know and do
Physical chastisement	Hitting, smacking, ear-pulling, use of sticks or rulers, stress positions or humiliation are forbidden at MCC in all circumstances. A report of physical punishment by any teacher, in our madrasah or elsewhere, is a safeguarding concern and is reported.
Abuse linked to faith or belief	Includes harm from beliefs in jinn possession, the evil eye, witchcraft or "exorcism", and harsh chastisement in a place of worship. No religious practice justifies harming a child. Report any child described as possessed or undergoing such treatment.
Child-on-child abuse	Includes bullying (and cyberbullying), physical violence, sexual violence and harassment, upskirting, sharing nudes or semi-nudes, initiation rituals and abuse in teenage relationships. Never dismiss it as "banter" or "boys being boys". The DSL follows KCSIE Part 5, supports both the victim and the child who caused harm, and seeks advice from CASP or the police as needed. Staff must never view, copy or forward an image; they secure the device and tell the DSL.
Child sexual and criminal exploitation, county lines, serious violence	Look for unexplained money, phones or clothes, older associates, missing episodes, carrying weapons, or fear. Exploited children are victims even if they seem to agree. Financially motivated sexual extortion ("sextortion") is reported straight to the DSL, who will involve the police.
Radicalisation and extremism (Prevent)	Be alert to children, and adults, being drawn into extremist views of any kind, including online. The DSL seeks advice from Leicester Prevent (0116 454 6923) and may make a Channel referral. Staff and visiting speakers must not promote extremist or hateful views (section 17).
Honour-based abuse, FGM and forced marriage	Since February 2023 it is a crime to arrange any marriage, religious or civil, of a person under 18, even without coercion. Report any talk of a child being taken abroad to marry, or of "cutting". Contact: Forced Marriage Unit 020 7008 0151.

Issue	What MCC staff need to know and do
Domestic abuse	Children who see, hear or experience domestic abuse are victims. MSF receives Operation Encompass notifications from Leicestershire Police for its pupils; the MSF DSL may share relevant information with MCC's DSL so that we can offer quiet support.
Children absent from education or missing	Repeated or unexplained absence can signal abuse, exploitation or forced marriage. See section 12.
Private fostering	A child under 16 (18 if disabled) living for 28 days or more with someone who is not a parent or close relative. The DSL makes sure Leicester City Council has been told.
Modern slavery and trafficking	Includes forced labour, domestic servitude and criminal or sexual exploitation. The DSL refers through CASP and the National Referral Mechanism.
Mental health	Self-harm, low mood or anxiety are passed to the DSL. Staff do not diagnose and do not offer therapy or interventions themselves.
Children questioning their gender	The DSL follows the DfE guidance referenced in KCSIE 2026, works with parents unless that would put the child at risk, and treats any associated bullying or distress as a welfare matter. Questioning gender is not itself a safeguarding concern.
Cybercrime	Where a young person may be drawn into hacking or other cyber offences, the DSL considers a referral to the police Cyber Choices programme.

9. Online safety, phones and images

9.1 Online risks fall into four areas, the "4 Cs": **content** (harmful material), **contact** (harmful adults or peers), **conduct** (behaviour such as sharing images or bullying) and **commerce** (scams, gambling, financial pressure). Online and offline harm often happen together.

9.2 **Communication with pupils and parents.** ClassDojo and the Madrasah phone (07542 547 498) are MCC's only official channels. Staff must not:

- contact pupils by personal phone, text, WhatsApp, social media or gaming platforms, or accept pupils as "friends" or followers;
- give pupils personal numbers or accounts, or arrange to meet them outside madrasah activities;
- message parents from personal accounts except where the Headteacher has approved it for a stated purpose.

A message from a pupil to a staff member's personal account is reported to the DSL, not answered.

9.3 **Devices and filtering.** If MCC provides any device or internet access to pupils, it will be filtered and monitored in line with the DfE filtering and monitoring standards, and the arrangement reviewed annually by the DSL. Pupils using MSF equipment are covered by MSF's filtering.

9.4 **Pupils' phones.** Pupils hand in or switch off phones and smart watches during lessons, in line with MSF's site rules. Smart glasses and other wearable recording devices are not allowed on site. Staff do not search a pupil's phone; concerns about its content go to the DSL.

9.5 **Staff phones.** Staff do not use personal phones in front of pupils except in an emergency or to contact the DSL.

9.6 **Photographs and video.** We take images of pupils only with written parental consent, renewed each year, and only on MCC devices or accounts. Images are stored securely, deleted when no longer needed, and never published with a child's full name. Parents filming at events are reminded that images of other children are for personal use only.

9.7 **Generative AI.** Staff must not upload pupils' personal data, images or work containing personal details to AI tools.

10. Records, confidentiality and information sharing

10.1 Every concern is recorded on the Concern Record Form (Appendix B) or the secure system the DSL specifies, never on ClassDojo, WhatsApp or in a register. [Decide: paper forms only, or an electronic system such as CPOMS or MyConcern.]

10.2 The DSL keeps a separate child protection file for each child concerned, apart from academic and admin records, in a locked cabinet (or access-controlled system) that only the DSL and deputies can open. Each file has a front sheet and chronology and records: a clear summary of each concern; how it was followed up; actions, decisions and reasons, including decisions **not** to refer; and the outcome.

10.3 Information is shared within MCC only on a "need to know" basis in the child's interests. Data protection law does **not** prevent sharing information to keep a child safe; where needed we share without consent if seeking consent would put the child at risk, or is not possible or reasonable. The DSL records what was shared, with whom, when and why.

10.4 When a pupil leaves MCC for another madrasah or setting, the DSL considers what safeguarding information should be passed on to keep the child safe, and transfers it securely with confirmation of receipt.

10.5 Child protection records are retained in line with MCC's data retention schedule and statutory guidance, and destroyed securely. [Confirm retention period with the Trustees.]

11. Working with parents, carers and MSF

Parents and carers

11.1 Parents are told about this policy at enrolment, through the Information Booklet and on the madrasah website, and are reminded each September. We tell them plainly that MCC has a duty to share concerns with Leicester's children's services and the police, and that we cannot investigate concerns ourselves.

11.2 We normally discuss a concern with parents before making a referral, unless that could put the child at greater risk or harm an investigation, or CASP or the police advise against it. A parent's disagreement does not stop the DSL making a referral.

11.3 At enrolment and each year, parents must give us: the full names and contact details of everyone with parental responsibility and everyone the child lives with; at least two emergency contacts; any court orders affecting contact or collection; relevant medical needs and SEND; and the adults authorised to collect the child. We share information about a pupil only with those who hold parental responsibility, or with adults a parent has authorised in writing.

Madani Schools Federation

11.4 MCC and MSF are separate organisations sharing a site and many pupils. To make sure nothing falls between us:

- the MCC DSL and the MSF Lead DSL agree, in writing, how and when they share safeguarding information about shared pupils (an information-sharing protocol), reviewed each year;
- concerns arising at madrasah about an MSF pupil are shared with the MSF DSL the same day, unless agencies advise otherwise; MSF may share relevant information with MCC on the same basis;
- a concern about an MSF staff member seen on site, or about an MCC staff member raised by MSF, is passed to the right Headteacher and dealt with under section 15;
- MCC follows MSF's site rules on security, fire evacuation, visitors, phones and lettings.

11.5 MSF's policy is not a substitute for this one. MCC's DSL remains responsible for decisions about MCC's pupils and activities.

12. Attendance, arrival, collection and missing children

12.1 **Registers.** Teachers take the register on ClassDojo within the first 10 minutes of every session. The office follows up any unexplained absence that day through the Madrasah phone. Staff recount pupils at every move between rooms, at prayer and at fire drills.

12.2 **Patterns of absence.** The Attendance Lead reports to the DSL any child who is absent repeatedly or for long periods, absent without explanation, or whose absences follow a worrying pattern. The DSL considers whether there is a safeguarding concern and, for MSF pupils, checks with the MSF DSL.

12.3 **Arrival and transition.** School Session pupils come straight from school to madrasah and stay on site, supervised. After-school clubs or interventions are allowed only when the madrasah has been told the club and days in advance.

12.4 **Collection.** Children are released only to an adult listed on their record, or one a parent has authorised to the madrasah in advance. Younger children (including Pray & Play) are handed over in person and never leave unaccompanied. Older pupils may walk home only with written parental consent. Pupils stay in full uniform until collected; the white burqa for younger girls also helps visibility after dark.

12.5 **Uncollected children.** Two staff stay with any child not collected, on site and in view of each other. Staff phone the parents and emergency contacts. If no one is reached 30 minutes after the session ends, the DSL is told and contacts CASP's out-of-hours Duty & Advice service, or the police if there is concern. Staff never take a child home in their own car.

12.6 **Missing child.** If a child cannot be found:

1. The teacher alerts the DSL or senior member of staff at once; other children stay supervised.
2. Staff search the site systematically (classrooms, toilets and wuḍūʾ areas, masjid, sports hall, car parks, gates), and MSF site staff are asked to help.
3. Parents are contacted to check whether the child was collected.
4. If the child is not found within 15 minutes, the DSL calls **999** and gives a description.

5. The DSL records everything and reviews what happened with the Trustees.

12.7 **Children leaving the roll.** Where a child leaves the madrasah unexpectedly and we have concerns, the DSL considers whether to share them with CASP or the child's school.

13. Safer recruitment

13.1 MCC follows KCSIE 2026 Part 3. At least one person on every interview panel has completed safer recruitment training. Teaching or supervising children at the madrasah is **regulated activity**.

13.2 Before anyone starts work, we complete and record:

- an application form (not a CV alone) with full employment history, gaps explained;
- identity and right-to-work checks;
- an **enhanced DBS check with children's barred list check** (new, or the Update Service where valid);
- two references, including the most recent employer, taken up before interview where possible and checked with the referee;
- a self-declaration of any criminal record or other information affecting suitability;
- verification of relevant qualifications, and checks for anyone who has lived or worked abroad;
- online searches on shortlisted candidates as part of due diligence, with candidates told this will happen;
- an interview with questions that explore attitudes to children and safeguarding.

13.3 **Volunteers.** From 1 September 2026 the Crime and Policing Act 2026 removes the exemption for supervised volunteers. Any volunteer who regularly teaches, supervises or cares for children at MCC therefore needs an enhanced DBS with barred list check, like paid staff. One-off helpers at events are never left alone with children.

13.4 **Trustees and governors** have an enhanced DBS check and a section 128 check.

13.5 **Single Central Record (SCR).** The Administrative Manager keeps an SCR of all checks for staff, cover teachers, volunteers and Trustees. The Headteacher checks it at least termly and the Named Safeguarding Trustee audits it annually.

13.6 New staff serve a 3-month probation. Employment is conditional on satisfactory DBS and references. Agency or contractor staff working with children are covered by written confirmation of their checks.

13.7 Safer recruitment continues after appointment: staff must tell the Headteacher straight away about any caution, conviction, police investigation or other matter that could affect their suitability.

14. Staff conduct and positions of trust

14.1 Every adult follows the MCC Staff Code of Conduct and the Safer Recruitment Consortium's *Guidance for safer working practice*. Breaches may lead to disciplinary action.

14.2 **Positions of trust.** Under the Sexual Offences Act 2003, as extended in 2022, it is a criminal offence for anyone aged 18 or over who regularly coaches, teaches or supervises children in a religious setting to engage in sexual activity with a child under 18 in their care, even if the child is 16 or 17. Any romantic or sexual contact, messaging or "special relationship" with a pupil is gross misconduct and is reported to the LADO.

14.3 **Working one-to-one.** Hifz sabaq, revision (sabaq para and dor) and tajwīd correction often involve one child reciting to one teacher. This happens in the open classroom, in sight of other pupils or staff, with the door open or a

vision panel clear. Teachers do not keep a child alone after a session, in a closed room, in a car or off site. If a private conversation is needed, another adult is told and the door stays open.

14.4 **Physical contact.** Contact is kept to what is necessary (first aid, preventing danger). Staff never use physical punishment. Reasonable force is used only to stop a child hurting themselves or others, with the minimum force needed; it is recorded and reported to the Headteacher the same day.

14.5 **Behaviour and sanctions** follow the MCC Behaviour Policy and the A.S.K reflection process. Sanctions such as supervised detentions are never humiliating, frightening or physical.

14.6 **Gender and supervision.** Boys' and girls' classes are taught separately; mu'allimahs teach girls. A male member of staff who needs to deal with a girl (and vice versa) does so in view of another adult.

14.7 **Intimate care and first aid.** First aid is given by trained first aiders, in view of another adult where possible, and recorded. Staff do not give medicine except under the medical needs procedure with written parental consent. Any intimate care for a young child follows a written plan agreed with parents.

14.8 **Gifts, favouritism and lifts.** Staff do not give personal gifts to individual pupils or accept significant gifts, and do not single out pupils for special attention. Staff do not give pupils lifts unless the Headteacher and parents have agreed in advance.

14.9 **Self-reporting.** Staff are encouraged to tell the Headteacher if they find themselves in a situation that could be misunderstood, so that it can be recorded and dealt with fairly.

15. Allegations and low-level concerns about adults

15.1 This section covers anyone working for or on behalf of MCC, paid or unpaid: teachers, cover staff, volunteers, Trustees, contractors and visiting speakers. It follows KCSIE 2026 Part 4 and the LLR procedure on allegations against people who work with children.

Allegations that may meet the harm threshold

15.2 An allegation meets the threshold if an adult has, or may have:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm; or
- behaved, inside or outside work, in a way that suggests they may not be suitable to work with children ("transferable risk").

15.3 What to do:

If the concern is about	Tell	Who then contacts the LADO
A member of MCC staff, volunteer, contractor or visitor	The Headteacher, immediately	Headteacher, within one working day
The Headteacher (who is also DSL and a Trustee)	The Chair of Trustees, directly; do not tell the Headteacher	Chair of Trustees, within one working day
A Trustee	The Headteacher, or the Chair (if about the Chair, the Named Safeguarding Trustee/Governor)	Whoever receives it

If the concern is about	Tell	Who then contacts the LADO
An MSF staff member seen on site	The MCC Headteacher, who informs the MSF Headteacher	MSF, under its procedure

15.4 **LADO, Leicester City Council: 0116 454 2440.** Nobody at MCC investigates, questions witnesses or tells the person concerned before LADO advice, unless the LADO agrees. Decisions on suspension are taken with LADO advice and are not a sign of guilt. Any staff member may contact the LADO directly if they feel unable to raise the concern internally.

15.5 Where the risk is immediate, the police are called first. Where the allegation arises during a letting or event on MSF premises, MSF's Headteacher is also told.

15.6 After the outcome, MCC will: refer to the **Disclosure and Barring Service** anyone removed from regulated activity (or who would have been, had they not left) because they harmed or posed a risk of harm to a child; consider a referral to the Teaching Regulation Agency where the person is a qualified teacher; record the outcome on the person's file (but not unfounded, false or malicious allegations in references); and report a **serious incident** to the Charity Commission.

Low-level concerns

15.7 A low-level concern is any concern, however small, that an adult has acted in a way that is inconsistent with the Staff Code of Conduct (including outside work) but does not meet the harm threshold. Examples: being over-friendly with pupils, having favourites, taking photos of pupils on a personal phone, being alone with a child in a closed room, using inappropriate language, or humiliating children.

15.8 Low-level concerns, including self-reports, go to the Headteacher (or about the Headteacher, to the Chair of Trustees), who is the decision-maker. They are recorded in writing, kept confidential and reviewed so that patterns are spotted. If a pattern emerges or the concern becomes more serious, it is treated as an allegation and the LADO is consulted. Low-level concerns are not included in references unless they were substantiated through a disciplinary process.

16. Whistleblowing

16.1 Children cannot be expected to speak up in a place where adults stay silent. Every adult at MCC has a duty to raise concerns about poor or unsafe practice, the conduct of colleagues, or failures in how safeguarding is handled.

16.2 Raise it with the Headteacher, or with the Chair of Trustees if it concerns the Headteacher or the Headteacher's handling of a matter. Concerns raised in good faith are protected: no one will suffer for raising them, even if they turn out to be unfounded.

16.3 If you do not feel able to raise a concern internally, or feel it has not been dealt with:

- **LADO**, Leicester City Council: 0116 454 2440
- **CASP**: 0116 454 1004
- **NSPCC Whistleblowing Advice Line**: 0800 028 0285 · help@nspcc.org.uk
- **Charity Commission**, for concerns about how the charity is run

17. Premises, visitors, trips and events

17.1 **Using MSF's premises.** MCC uses MSF's site under a written hire agreement or memorandum of understanding. That agreement records that: MCC has its own safeguarding policy, DSL and procedures, and MSF may inspect them; MCC follows MSF's site security, fire, visitor and lettings rules; allegations arising during MCC activities are handled under section 15, with MSF informed; and failure to meet these terms can end the agreement. The Trustees review it each year. [Confirm the agreement is in place and includes these terms.]

17.2 **Site security and safety.** Staff wear their MCC ID lanyards at all times, and hi-vis during fire evacuations. Gates are managed in line with MSF arrangements; Gate 1 is the arrival point. Fire procedures, assembly points and register re-checks follow the MCC fire procedure.

17.3 **Shared spaces.** In Madani Masjid, the sports hall and corridors, members of the public or MSF staff may be present. Pupils go there only with staff, in groups, and staff stay with them. Toilets and wuḍūʾ areas are checked regularly, used in small groups, and kept separate for boys and girls; adults do not use pupils' facilities while pupils are present.

17.4 **Visitors.** All visitors sign in, show ID, wear a visitor badge and are told who the DSL is. A visitor without a DBS check is never left alone with a child.

17.5 **Visiting speakers and imams.** The Headteacher approves any external speaker in advance, checks their background and content, and briefs them on this policy. A staff member stays present throughout. Speakers must not promote extremist, hateful or divisive views.

17.6 **Trips, competitions and events.** Each trip or off-site event (for example MCC United fixtures or Khidmah fun days) needs Headteacher approval, a written risk assessment, parental consent, a register, adequate staff of the right gender for the group, and a first aider. Overnight stays need separate sleeping areas and at least one male and one female supervisor for mixed groups. Evening events such as jalsahs and parents' evenings keep pupils supervised until handed to a parent.

17.7 **Lettings by MCC.** If MCC ever hires space to another group running activities for children, it will require that group's own safeguarding policy and DSL in writing, as MSF requires of MCC.

18. Related policies, legal framework and review

18.1 **Related MCC policies** (each approved by the Trustees, with its date and review date recorded): Staff Code of Conduct; Behaviour (including anti-bullying and the A.S.K reflection process); Attendance, Arrival and Collection; Online Safety and Acceptable Use; Photography and Images; Safer Recruitment; Managing Allegations and Low-Level Concerns; Whistleblowing; Complaints; Health and Safety (including fire and site security); First Aid and Medical Needs; Trips and Events; Data Protection and Records Retention; Equality.

18.2 **Legislation and guidance this policy follows:**

- Keeping Children Safe in Education 2026 (DfE, in force 1 September 2026) — adopted as best practice
- Working Together to Safeguard Children 2026 (DfE, March 2026)
- After-school clubs, community activities and tuition: safeguarding guidance for providers (DfE, September 2023)
- Children Acts 1989 and 2004; Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003 (positions of trust, as amended by the Police, Crime, Sentencing and Courts Act 2022)
- Crime and Policing Act 2026 (regulated activity changes; duty to report child sexual abuse when commenced)
- Female Genital Mutilation Act 2003; Marriage and Civil Partnership (Minimum Age) Act 2022

- Counter-Terrorism and Security Act 2015 (Prevent duty guidance); Domestic Abuse Act 2021
- Data Protection Act 2018 and UK GDPR; *Information sharing: advice for practitioners* (DfE, 2024)
- *Guidance for safer working practice* (Safer Recruitment Consortium)
- Charity Commission guidance on safeguarding and serious incident reporting
- Leicester Safeguarding Children Partnership and LLR multi-agency procedures; MSF Safeguarding/Child Protection Policy v1.6

18.3 **Review.** The DSL reviews this policy every August, and sooner after any change in law or guidance, a serious incident, or an LSCPB or Charity Commission recommendation. Staff are invited to contribute. The Trustees approve the reviewed policy before the new academic year.

Appendix A: Key contacts

Leicester contacts are taken from MSF's 2026–27 policy; the DSL checks them each September.

Service	Use it for	Contact
Emergency	A child in immediate danger	**999**
Leicestershire Police (non-emergency)	Reporting a crime or FGM	101 · 0116 222 2222
CASP — Children's Assessment, Support and Prevention, Leicester City Council	Advice and referrals about a child; out-of-hours Duty & Advice	0116 454 1004 · casp-team@leicester.gov.uk · das.team@leicester.gov.uk
Early Help & Support	Community Early Help and Targeted Family Help (MARF)	early-help@leicester.gov.uk
LADO and Safeguarding in Education, Leicester City Council	Allegations and low-level concerns about adults; DSL advice	0116 454 2440 · safeguardingineducation@leicester.gov.uk
Prevent, Leicester City	Concerns about radicalisation	0116 454 6923
Leicester Safeguarding Children Partnership	Local procedures and training	0116 454 6520 · llrscb.proceduresonline.com
MSF Lead DSL	Shared pupils, site matters	dsl@madani.leicester.sch.uk · 0116 249 8080
UAVA (United Against Violence and Abuse)	Domestic and sexual abuse support	0808 802 0028
Forced Marriage Unit	Advice on forced marriage	020 7008 0151 · fmu@fcdo.gov.uk
NSPCC FGM Helpline	Advice on FGM	0800 028 3550

Service	Use it for	Contact
NSPCC Whistleblowing Advice Line	Concerns you cannot raise internally	0800 028 0285 · help@nspcc.org.uk
CEOP	Reporting online sexual abuse or grooming	ceop.police.uk

Appendix B: Concern Record Form

Complete the same day and hand to the DSL or a deputy in person. Do not keep a copy.

Field	Entry
Child's full name	
Date of birth / class	
Your name and role	
Date and time of the incident or disclosure	
Where it happened and who was present	
What the child said (exact words, including slang)	
What you saw (behaviour, injuries — attach a body map)	
What you said or did	
Have you raised a similar concern before?	
Passed to (name, role, date, time)	
Your signature and date	
DSL use: action taken, decision and reason, referral (CASP / police / Prevent / MSF DSL / none), outcome	

Appendix C: Safeguarding induction checklist

For every new member of staff, cover teacher, volunteer and regular visitor. Name: _____ Role: _____ Start date: _____

- Enhanced DBS with barred list check and references received and recorded on the SCR
- Read and signed this policy and the Staff Code of Conduct
- Read KCSIE 2026 Part 1 via the MCC staff briefing and signed its sign-off record
- Told who the DSL and deputy DSLs are, and shown the safeguarding posters
- Shown how to complete a Concern Record Form and body map
- Briefed on low-level concerns, allegations and whistleblowing, including the LADO and NSPCC lines
- Briefed on phones, messaging, photos and the ClassDojo-only rule

- Briefed on registers, collection, uncollected and missing child procedures
- Briefed on fire procedure, first aiders and site rules on MSF premises
- Briefed on positions of trust, one-to-one Hifz practice and the ban on physical punishment

Inducted by (DSL/deputy): _____ Date: _____ · Staff signature: _____

Appendix D: Staff quick guide — if you are worried about a child

1. **Danger now?** Call 999, then tell the DSL.
2. **Listen, don't investigate, don't promise secrecy.**
3. **Tell** the DSL or a deputy before the child goes home.
4. **Write** it on the Concern Record Form the same day.
5. **About an adult?** Tell the Headteacher. **About the Headteacher?** Tell the Chair of Trustees. Or call the LADO: 0116 454 2440.
6. **Not happy with the response?** Call CASP on 0116 454 1004 yourself.

Behaviour & Adab Policy

MADANI MADRASAH · 2026–27

Organisation	Madani Madrasah, Muslim Community College (Intl) · Registered Charity No. 1200396
Applies to	All pupils, staff, volunteers, parents and visitors
Policy date	November 2026
Next review	August 2027
Policy lead	Shaykh Mohammed Ahmed, Headteacher

1. Our approach

Madani Madrasah expects every pupil to show adab (respect) towards Allah, the Qurʾān, teachers, classmates and the Madrasah itself. Our ethos is A.S.K: Adab, Spirituality and Knowledge. Good behaviour is part of a child's tarbiyah, and we teach it, model it and reward it.

Everyone is expected to take responsibility for their actions and to care for people, the Madrasah and its property. Staff work with parents and pupils to build mutual trust and respect, and apply this policy consistently, fairly and sensitively.

2. Aims

- A calm, purposeful and happy learning environment.
- Positive, caring attitudes, where achievement at every level is celebrated.
- Independence, self-discipline and responsibility in every pupil.
- Expectations that are clearly explained to children and applied consistently.
- A fair reward system and clear procedures for unacceptable behaviour.

3. What we expect of pupils

- Greet others with salām, speak politely and listen to the teacher.
- Arrive on time, in full uniform, with the books and equipment needed.
- Handle the Qurʾān and Islamic books with respect.
- Work hard, complete sabaq and homework, and let others learn.
- Keep hands, feet and unkind words to yourself. Bullying is never accepted (see our Anti-Bullying Policy).
- Look after the classrooms, the Masjid and the site, which we share with Madani Schools Federation.
- Stay on site and in the supervised area until collected or dismissed.

4. Uniform and personal items

- **Girls (Community Sessions):** black abaya and white burqa. No make-up or jewellery.

- **Boys (Community Sessions):** long-sleeved jubbah or qamees and a topi or kufi (Islamic hat). Hair must accord with Islamic teachings and allow the hat to be worn. A missing topi is provided and invoiced to parents.
- **School Sessions:** pupils may wear their school uniform.
- Full uniform is worn until the pupil is collected. Uniform infringements may lead to a 20-minute detention.
- **Mobile phones and smart watches are not permitted on site.** A parent who believes their child needs one must ask the Headteacher for a request form. Each request is considered case by case.

5. Rewards

We celebrate good work, good behaviour, progress and individual effort. Rewards vary with the age of the class and include:

- Verbal praise and feedback
- Written feedback in workbooks and planners
- Stickers and certificates
- ClassDojo points
- Messages home to parents
- A visit to the Headteacher with good news
- Awards at the annual Awards & Prize-Giving Jalsah

6. Addressing inappropriate behaviour: the Tadhkir stages

Tadhkir means “reminder”. Each stage gives the pupil a chance to put things right before the next is reached.

Stage	What happens
Tadhkir 1: Formal warning	The pupil is warned that their behaviour is preventing an excellent lesson from taking place.
Tadhkir 2: Moving area or seat	If the behaviour continues, the pupil is moved to a designated area or seat within the room.
Tadhkir 3: Parents informed and Muḥāsabah	Parents are informed and may be called to a meeting. The pupil is sent to the Headteacher or a senior member of staff for Muḥāsabah, a reflective discussion recorded in the behaviour log.
Tadhkir 4: Fixed-term exclusion	If behaviour does not improve after Muḥāsabah, the pupil is excluded for one day. Only the Headteacher or a senior member of staff can sanction this.

Muḥāsabah and the Behaviour Reflection Statement. During Muḥāsabah the pupil completes a Behaviour Reflection Statement built on the A.S.K pillars. They describe the incident and how they felt, reflect on it through Adab, Spirituality and Knowledge, consider its effect on others, take responsibility and write an apology and an intention for moving forward.

Individual behaviour programme. A pupil who reaches Muḥāsabah three times in a half term, or repeats the same behaviour, is placed on an individual behaviour programme monitored over a half term. Parents are invited to discuss it with the class teacher or the Headteacher.

Return from exclusion. The pupil and a parent or guardian attend a reintegration meeting where expectations are set out. Both must confirm they intend to meet them before the pupil returns to class. Otherwise the exclusion may be extended and a further meeting arranged.

7. Serious incidents

Some behaviour may lead straight to a higher-level sanction. Examples are:

- Foul or abusive language directed at staff
- Physical violence or fighting
- Bullying, harassment or discriminatory behaviour
- Theft or deliberate damage to property
- Bringing or using a prohibited item, such as a weapon or imitation weapon, a laser pen, tobacco or vapes, or a mobile phone used inappropriately
- Leaving the site or the supervised area without permission

The Headteacher investigates, hears the pupil's account and sets a reasonable sanction according to the findings. Behaviour that raises a safeguarding concern is also handled under our Safeguarding & Child Protection Policy.

8. Permanent exclusion

The Headteacher may permanently exclude a pupil as a final measure, where the steps above have not restored acceptable behaviour. It may also be the first response to a very serious incident, such as extreme physical violence. Parents are informed in writing with the reasons, and may ask for the decision to be reviewed under our Complaints Procedure.

9. How staff respond

- Staff use praise first and correct behaviour calmly, privately where possible, and without humiliating a child.
- **Physical punishment is never used at Madani Madrasah.** Nor is any sanction that degrades a child.
- Staff may use reasonable force only to prevent a child from hurting themselves or others. Any such incident is recorded and parents are told the same day.
- Sanctions take account of a pupil's age, any special educational need or disability, and their circumstances.
- Incidents from Tadhkir 3 upwards are recorded in the behaviour log, which the Headteacher reviews for patterns.

10. Working with parents

Parents support this policy by discussing it with their child, making sure uniform and equipment are correct, and responding to messages from staff. ClassDojo is our main channel for day-to-day contact. We will always tell parents early when we have a concern, so that home and Madrasah give the child the same message.

11. Equalities

Through the fair treatment of all, Madani Madrasah aims to eliminate unlawful discrimination, prejudice, harassment and stereotyping. This policy is applied in line with the Equality Act 2010 and its protected characteristics.

12. Related policies

Safeguarding & Child Protection · Anti-Bullying · Attendance & Punctuality · Complaints Procedure

Attendance & Punctuality Policy

MADANI MADRASAH · 2026–27

Organisation	Madani Madrasah, Muslim Community College (Intl) · Registered Charity No. 1200396
Applies to	All pupils and their parents or carers
Policy date	November 2026
Next review	August 2027
Policy lead	Shaykh Mohammed Ahmed, Headteacher

1. Why attendance matters

Every lesson counts. Regular, punctual attendance is essential for a child to progress in Qurʾān and Islamic Studies, and Ḥifẓ pupils in particular lose ground quickly when sessions are missed. Knowing where each child is also keeps them safe, so we follow up every unexplained absence.

2. Reporting an absence

- Report absence **on the same day, before the session starts**, by WhatsApp or text to the Madrasah phone: **07542 547 498**.
- Give your child's full name, class and the reason for absence.
- If the Madrasah was not told on the day, send your child with an absence note the next day. A ClassDojo message does not replace an absence note.
- Absence for a medical or educational appointment needs a letter from the institution, in advance where possible.

3. What counts as an acceptable reason

- Children should be absent only through illness or an emergency.
- A minor illness that would not keep your child off school should not keep them off Madrasah.
- Time off for a school activity must be explicitly authorised by the Headteacher in advance. Time off is not given for social functions.
- Regular unauthorised absence leads to the steps in section 8.

4. Registers and following up

- Teachers take the register within the first 10 minutes of each session.
- Where a child is absent without explanation, the Madrasah contacts the parent the same day.
- If we cannot reach a parent and have a concern for a child's welfare, the Designated Safeguarding Lead is informed and our Safeguarding & Child Protection Policy applies.
- Parents must keep their contact numbers up to date, with at least two emergency contacts where possible.

5. Punctuality and late arrivals

- Pupils should arrive in time to be seated and ready when the session begins.
- Report expected lateness to the Madrasah phone.
- **The gates are locked at 5:20pm and reopen at 6:45pm.** If your child arrives after the gates are locked, a parent must phone or WhatsApp-call the Madrasah on 07542 547 498 to say that the child has arrived late and is waiting at the gate, so that the gate can be opened to let them in.
- **Any minutes a pupil arrives late are made up at the end of the session, under staff supervision.** Parents are not separately notified for lateness alone, so please allow for this when collecting.
- If a school detention delays arrival, the time is made up in the same way.
- Excessive lateness leads to the steps in section 8.

6. School Session pupils

Pupils of Madani Boys School and Madani Girls School who attend a School Session come straight to Madrasah after school.

- They stay on site during the transition between school and Madrasah. They may not leave the gates unless the Headteacher has authorised it in advance.
- A pupil who arrives late for the School Session, or who returns to the site after emergency leave from school, must enter through the school reception. This is available until 5:00pm.
- Where a pupil attends an after-school club or a Year 11 intervention, parents must inform the Madrasah of the dates and timings of the activity and how many weeks it will run, with its start date and end date. The pupil stays on site and comes straight to class afterwards.

7. Leave during term time

- Our term dates are published in advance. Because Madrasah term time is very limited, leave cannot be given during term time for holidays or for any other reason, except the two below.
- Leave is given for two reasons only: **an emergency or a bereavement**. In these cases **a maximum of 15 days' leave** may be offered.
- Apply to the Headteacher using a leave request form, in advance where possible or otherwise as soon as you can.
- Any other absence, or leave beyond what was granted, is recorded as unauthorised.
- Fees remain payable during any leave (see our Fees & Payments Policy).

8. When attendance or punctuality is a concern

1. The class teacher raises the concern with the parent through ClassDojo or by phone.
2. If there is no improvement, the Headteacher writes to the parent or invites them to a meeting to agree a way forward.
3. If absence or lateness remains persistent and unauthorised, disciplinary measures follow. As a last step the Headteacher may withdraw the child's place.

We will always ask first whether something is making attendance difficult, and offer what support we can.

9. Collection and early leaving

- Pupils remain in full uniform and under staff supervision until they are collected or dismissed.
- A parent who needs to collect a child early must tell the Madrasah phone beforehand. The child is released only to a parent or a named adult.
- Please collect promptly at the end of the session.

10. Closures

Planned closures appear in the term dates. The Madrasah also closes when Madani Schools Federation needs the premises, for example on Parent/Carer Days. Any unplanned closure is announced on ClassDojo.

11. Related policies

Safeguarding & Child Protection · Behaviour & Adab · Fees & Payments

Anti-Bullying Policy

MADANI MADRASAH · 2026–27

Organisation	Madani Madrasah, Muslim Community College (Intl) · Registered Charity No. 1200396
Applies to	All pupils, staff, volunteers, parents and visitors
Policy date	November 2026
Next review	August 2027
Policy lead	Shaykh Mohammed Ahmed, Headteacher and Designated Safeguarding Lead

1. Our position

Every child has the right to come to Madrasah without fear of being bullied or harassed. Bullying is never acceptable at Madani Madrasah, and we respond to every report we receive.

Bullying contradicts the adab at the heart of our ethos. The Prophet ﷺ taught that a Muslim is one from whose tongue and hand others are safe. We expect pupils to live by this in class, on site, on the journey to and from Madrasah, and online.

This policy follows the DfE guidance *Preventing and Tackling Bullying*, Leicester's Anti-Bullying Charter *Positive and Peaceful Places*, Keeping Children Safe in Education 2026 and the Equality Act 2010.

2. What bullying is

Leicester City Council defines bullying as "the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological and can happen face-to-face or online."

We teach pupils to recognise it with **STOP**: **S**everal **T**imes **O**n **P**urpose.

Type	Examples
Emotional	Repeatedly excluding, ignoring, threatening, hiding belongings
Physical	Pushing, kicking, hitting or any repeated use of force
Verbal	Name-calling, mocking, spreading rumours, hurtful teasing
Prejudice-based	Targeting race, culture, language, religious practice, disability, special educational needs, appearance or family circumstances
Sexual	Unwanted physical contact, sexual comments or jokes
Material	Damaging or taking belongings, demanding money
Online (cyberbullying)	Hurtful messages, posts, images or videos; excluding someone from group chats

A single falling-out or a one-off unkind act is not bullying, but it is still dealt with under our Behaviour & Adab Policy. Standing by, laughing or passing a message on makes a pupil part of the bullying.

3. How we prevent bullying

- Adab, kindness and brotherhood and sisterhood are taught through the Akhlāq and Sīrah curriculum, class reminders and assemblies.
- Staff model respectful language and challenge unkind remarks straight away, including "jokes".
- Pupils are supervised at arrival, during transitions and at dismissal, when bullying is most likely.
- Mobile phones and smart watches are not permitted on site, which removes the main route for online bullying during Madrasah hours.
- Pupils are taught to **STOP** and to **Start Telling Other People**.
- Staff receive safeguarding training each year that covers bullying and child-on-child abuse.

4. Signs a child may be being bullied

Parents and staff should look out for a child who:

- Is unwilling to come to Madrasah, or asks to change class or seat
- Becomes withdrawn, anxious or tearful, or loses confidence
- Comes home with damaged or missing belongings, or unexplained marks
- Begins to do less well in their work or sabaq
- Becomes aggressive or starts bullying siblings or other children
- Is frightened to say what is wrong

These signs can have other causes, but bullying should always be considered.

5. How to report bullying

Pupils: tell someone straight away. This can be your teacher, any member of staff, the Headteacher, a parent or another adult you trust. You will be listened to and taken seriously, even if you are not sure it counts as bullying.

Parents: reassure your child, note down what happened, who was involved and when, and contact us:

- Your child's class teacher, through ClassDojo
- The Madrasah phone or WhatsApp: 07542 547 498 (3:30pm–7:00pm)
- The Headteacher: headteacher@mccmadrasah.co.uk
- For a safeguarding concern: safeguarding.mccintl@gmail.com

Please do not approach another child or their family yourself.

6. What we do when bullying is reported

1. **Listen and record.** The member of staff takes the report seriously, reassures the child and records what was said.
2. **Investigate.** The class teacher or Headteacher speaks separately to the children involved and to any witnesses, normally within two Madrasah days.

3. **Act.** Where bullying is found, a sanction is applied under the Tadhkir stages of our Behaviour & Adab Policy. Serious or repeated bullying may lead to exclusion.
4. **Inform parents.** The parents of both children are told what has been found and what will happen next.
5. **Support.** The child who was bullied is supported and kept safe, for example through seating, supervision and a named adult to speak to. The child who bullied is helped to understand the harm, make a sincere apology and change their behaviour.
6. **Follow up.** Staff check in with the child over the following weeks to make sure the bullying has stopped.

All bullying incidents are recorded in the behaviour log. The Headteacher reviews the log each half term for patterns.

7. Bullying outside Madrasah and online

Where pupils of the Madrasah bully one another outside Madrasah hours or online, and it affects a child's safety or learning with us, the Headteacher may investigate and apply sanctions. We encourage parents to keep evidence, such as screenshots, and to report serious online abuse to the platform.

Where a matter also involves a child's day school, we may liaise with that school where this is needed to keep children safe.

8. When bullying is a safeguarding matter

Bullying is treated as a safeguarding concern where a child is suffering, or is likely to suffer, significant harm. This includes child-on-child abuse, sexual harassment and threats of violence. The Designated Safeguarding Lead then acts under our Safeguarding & Child Protection Policy, which may include contacting children's social care or the police.

9. Bullying involving adults

Staff, volunteers and parents are expected to treat one another, and every child, with dignity. A concern about the conduct of a member of staff towards a child is a safeguarding matter and should be reported to the Headteacher at once. Other concerns can be raised under our Complaints Procedure.

10. Related policies

Safeguarding & Child Protection · Behaviour & Adab · Complaints Procedure

Health & Safety Policy

MADANI MADRASAH · 2026–27

Including first aid, fire safety and emergencies.

Organisation	Madani Madrasah, Muslim Community College (Intl) · Registered Charity No. 1200396
Applies to	All pupils, staff, volunteers, parents, visitors and contractors
Policy date	November 2026
Next review	August 2027
Policy lead	Shaykh Mohammed Ahmed, Headteacher

1. Statement of intent

Muslim Community College (Intl) will, so far as is reasonably practicable, provide a safe and healthy environment for every pupil, member of staff and visitor at Madani Madrasah. Looking after those in our care is an amānah (trust), and safety comes before every other consideration in how we run our sessions.

This policy is written with regard to the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Health and Safety (First Aid) Regulations 1981, the Regulatory Reform (Fire Safety) Order 2005 and RIDDOR 2013.

2. Who is responsible

Who	Responsibility
Muslim Community College (Intl)	As the employer and provider, holds overall responsibility for health and safety during Madrasah sessions and activities.
Headteacher	Day-to-day management of this policy: risk assessments, staff induction, first aid cover, emergency drills, accident records and liaison with the site owner.
All staff and volunteers	Take reasonable care of themselves and the children, follow procedures, supervise actively and report any hazard, accident or near miss the same day.
Pupils	Follow instructions, move calmly around the site and tell an adult if something is unsafe.
Parents and visitors	Follow site rules, sign in where asked, and drive and park with care.

Shared site. The Madrasah operates on the premises of Madani Schools Federation (MSF). MSF, as the site owner, maintains the buildings, the fire alarm and firefighting equipment, emergency lighting, utilities and statutory premises checks. The Madrasah follows MSF's site rules and emergency arrangements, and reports any defect or hazard to MSF's facilities team without delay.

3. Risk assessment

- The Headteacher keeps written risk assessments for Madrasah sessions, arrival and dismissal, events such as jalsahs and activity days, and any off-site activity.
- Risk assessments are reviewed each year, and after any incident or significant change.
- Off-site trips and tournaments have their own risk assessment, a first aider, a first aid kit, pupils' medical information and parents' contact numbers.

4. Supervision and site security

- Pupils arrive through Gate 1 and are supervised from arrival until they are collected or dismissed.
- Staff are with their classes five minutes before the session starts and remain until five minutes after dismissal.
- Pupils may not leave the site or the supervised area during a session without the Headteacher's permission.
- All Madrasah staff wear ID lanyards. Visitors report to a member of staff and are accompanied. Anyone unknown on site is politely challenged.
- Girls in Community Sessions wear a white burqa so that they can be seen clearly during dark hours.
- Parents are asked to drive slowly, park considerately in Car Park 1 and never leave engines running near children.

5. First aid

First aiders 2026–27: Shaykh Mohammed Ahmed, Hafiz Luqmaan Makda, Muʿallim Usman Rafiq, Muʿallim Nazir Ali Osman, Muʿallim Huzayfa Chasawala and Muʿallimah Fazila Dawson. A trained first aider is on site for every session.

- **Minor injury:** the nearest member of staff helps the child and refers to a first aider where needed.
- **Serious injury or illness:** a first aider assesses the child. This includes head injuries, suspected fractures, burns, allergic reactions and breathing difficulties. **999 is called without delay where needed,** and parents are informed immediately.
- **Head injuries** are always treated with caution. Parents are told the same day, even where symptoms seem minor, with advice on what to watch for.
- **Hospital:** in an emergency an ambulance is called and a member of staff stays with the child until a parent arrives. For non-emergency treatment, parents are asked to take their child.
- **First aid kits** are available to Madrasah staff during every session and are checked and restocked regularly.
- **Defibrillators (AEDs)** are located on site. 999 must be called before one is used. No training is needed to use an AED.

6. Medical conditions and medication

- Parents must tell us in writing, on admission and whenever it changes, about any medical condition, allergy or medication.
- Pupils who need an asthma inhaler or adrenaline auto-injector should have it with them at every session, clearly named.
- Staff do not give any other medicine unless the Headteacher has agreed it in advance with the parent in writing.
- A child who is unwell should be kept at home. If a child becomes unwell during a session, parents are contacted to collect them.

7. Accidents, incidents and near misses

- Every accident is recorded on an accident form the same day and parents are informed.
- The Headteacher reviews each record and investigates serious incidents.
- Injuries and dangerous occurrences that are reportable under RIDDOR 2013 are reported to the Health and Safety Executive.
- Any incident involving the premises is also reported to MSF.
- Accident records are kept in line with our Privacy & Data Protection Policy.

8. Fire safety

If you discover a fire: raise the alarm at the nearest call point, get everyone out, and call 999. Do not try to fight a fire unless it is safe and you are trained to do so.

When the alarm sounds:

1. Stop at once. Leave everything behind.
2. Classes leave by the nearest safe exit in single file, led by their teacher, walking in silence.
3. **Boys assemble in Car Park 1 (blue area). Girls assemble in the red area by the pitch, facing the Sports Hall.**
4. Pupils line up by class. Teachers take a paper register and report anyone missing to the Headteacher or senior member of staff present.
5. Visitors and any MSF staff on site form a separate row.
6. No one re-enters the building until the fire service or the person in charge gives the all-clear.

- Staff wear ID lanyards and hi-vis so that they are easy to identify.
- Staff keep corridors, stairs and fire exits clear at all times.
- New staff are shown the exits, call points and assembly areas at induction.
- Evacuation drills are practised and recorded, and any issue found is put right.

9. Lockdown and other emergencies

Where there is a threat outside or inside the site, staff bring pupils indoors, close doors and windows, keep children calm and out of sight, and wait for instructions. 999 is called. Parents are asked not to come to the site until told it is safe, and are updated through ClassDojo.

In severe weather, a loss of heating, lighting or water, or any event that makes the site unsafe, the Headteacher may close the Madrasah. Parents are told through ClassDojo.

10. Premises, equipment and hygiene

- Staff check their room at the start of each session and report damage, spills, trip hazards or faulty equipment straight away.
- Classrooms are left tidy and as they were found. Pupils do not touch school equipment or displays.
- Electrical items brought on site by the Madrasah are visually checked before use. Faulty items are taken out of use.
- Pupils wash their hands before eating and use the wuḍū and toilet areas sensibly. Wet floors are reported so that slips are prevented.

- When food is shared, for example on Food Sharing Day, parents are asked to label allergens and avoid nuts.
- Smoking and vaping are not allowed anywhere on site.

11. Staff training and wellbeing

- All staff receive a health and safety induction covering this policy, fire procedures, first aid arrangements and accident reporting.
- First aid certificates are renewed before they expire.
- Staff do not work alone with the site unsecured, and tell the Headteacher about any health matter that affects their work.
- Staff are encouraged to raise any safety concern. No one will be treated unfavourably for doing so.

12. Monitoring and review

The Headteacher reviews accident records, drill records and risk assessments each term and reports significant matters to MCC (Intl). This policy is reviewed every year, and sooner after a serious incident or a change in the law or the site.

13. Related policies

Safeguarding & Child Protection · Behaviour & Adab · Attendance & Punctuality · Privacy & Data Protection

Complaints Procedure

MADANI MADRASAH · 2026–27

Organisation	Madani Madrasah, Muslim Community College (Intl) · Registered Charity No. 1200396
Applies to	Parents, carers, pupils and members of the public
Policy date	November 2026
Next review	August 2027
Policy lead	Shaykh Mohammed Ahmed, Headteacher

1. Our commitment

We want to hear when something is not right, and most concerns can be settled quickly by speaking to the right person. Every concern is treated seriously, fairly and in confidence, and no child will be treated differently because a parent has raised one.

We ask everyone involved to keep to the adab of our ethos: to speak honestly and courteously, and to seek a resolution in good faith.

2. What this procedure covers

This procedure covers concerns and complaints about the Madrasah's teaching, staff conduct, decisions, communication, facilities or fees.

Some matters follow a different route:

Matter	Route
A child is at risk of harm, or an allegation against an adult working with children	Report at once under our Safeguarding & Child Protection Policy: safeguarding.mccintl@gmail.com or 07542 547 498. In an emergency call 999.
How we have handled personal information	Our Privacy & Data Protection Policy
Staff grievances and whistleblowing	The procedures in staff contracts
The school day at Madani Boys School or Madani Girls School	Madani Schools Federation, which is a separate organisation

3. The three stages

Stage	Who deals with it	How to raise it	Our response
1. Informal concern	Class teacher, or the Madrasah office	ClassDojo message, the Madrasah phone or WhatsApp (07542 547 498), or in person by appointment	Normally within 5 Madrasah days
2. Formal complaint	Headteacher	In writing to headteacher@mccmadrasah.co.uk, or by letter to the Madrasah address	Acknowledged within 3 Madrasah days; written outcome within 15 Madrasah days
3. Review	A review panel of MCC (Intl) Trustees who have had no prior involvement	In writing within 10 Madrasah days of the Stage 2 outcome	Written decision within 20 Madrasah days

"Madrasah days" are days on which the Madrasah is open. If we need longer, for example during holidays, we will tell you why and give a new date.

4. Stage 1: Informal concern

Please raise a concern as soon as possible, ideally within a few days. Speak first to your child's class teacher, who knows your child best. If the matter is not about the class, or you would rather not raise it with the teacher, contact the Madrasah office. Most concerns end here.

Please do not raise concerns with a teacher at the classroom door during a session, as they are supervising children.

5. Stage 2: Formal complaint

If you are not satisfied after Stage 1, write to the Headteacher. Please include:

- Your name, your child's name and class, and how to contact you
- What happened, when, and who was involved
- What has been done so far
- What you would like to see happen

Complaints should be made within three months of the event. The Headteacher will investigate, which may include speaking to you, to staff and, where appropriate, to pupils, and will reply in writing with the findings, the reasons and any action to be taken.

6. Stage 3: Review

If you remain dissatisfied, you may ask for a review. Write to the Chair of Trustees, Muslim Community College (Intl), 77 Evington Valley Road, Leicester, LE5 5LL, marked "Private and Confidential", saying which parts of the outcome you disagree with and why.

The panel will consider the papers and may invite you and the Headteacher to a meeting. You may bring a relative or friend for support. The panel's written decision is final and completes the Madrasah's procedure.

7. Complaints about the Headteacher

A complaint about the Headteacher is sent to the Chair of Trustees at the address in section 6. It is dealt with at Stage 2 by a Trustee who has had no prior involvement. Any review at Stage 3 is heard by different Trustees.

8. Possible outcomes

A complaint may be upheld, partly upheld or not upheld. Where we have got something wrong, we will say so and may offer an explanation, an apology, a change to a decision, or a change to how we do things. Action taken in relation to an individual member of staff is confidential.

9. Fairness and conduct

- **Confidentiality:** information is shared only with those who need it to deal with the complaint.
- **Anonymous complaints** are not normally investigated, but the Headteacher will consider whether the matter needs looking into, and will always act on a safeguarding concern.
- **Social media:** please raise concerns with us directly and not online, so that they can be resolved fairly for everyone involved.
- **Unreasonable behaviour:** we will not accept abusive, threatening or persistently repeated contact. Where a complaint has completed all three stages, we may decline to reopen it.

10. Records

The Headteacher keeps a written record of every formal complaint, the stage it reached and its outcome. Records are kept securely in line with our Privacy & Data Protection Policy and are reviewed each year to see what we can improve.

11. If you remain concerned

Muslim Community College (Intl) is a registered charity. A serious concern about how the charity is run can be raised with the Charity Commission for England and Wales at www.gov.uk/complain-about-charity. The Charity Commission does not usually deal with individual disputes about a service.

12. Related policies

Safeguarding & Child Protection · Behaviour & Adab · Anti-Bullying · Privacy & Data Protection · Fees & Payments

Privacy & Data Protection Policy

MADANI MADRASAH · 2026–27

This is also our privacy notice for parents, carers and pupils.

Data controller	Muslim Community College (Intl), 77 Evington Valley Road, Leicester, LE5 5LL · Registered Charity No. 1200396 · Company No. 09355536
ICO registration	[insert registration number]
Data protection contact	The Headteacher · headteacher@mccmadrasah.co.uk · 07542 547 498
Policy date	November 2026
Next review	August 2027

1. Our commitment

Muslim Community College (Intl) collects only the information it needs to teach and care for your child at Madani Madrasah, keeps it secure, and never sells it. The information families give us is an amānah (trust), and we handle it in line with the UK General Data Protection Regulation and the Data Protection Act 2018.

2. What we collect

Information	Examples
Pupil details	Name, date of birth, gender, address, day school and year group
Parent and carer details	Names, relationship to the child, phone numbers, e-mail, address, emergency contacts
Health information	Medical conditions, allergies, medication, accident and first aid records
Learning records	Class, attendance and punctuality, progress in Qurʾān, Ḥifẓ and Islamic Studies, exam results, reports
Behaviour records	Rewards, behaviour log entries, Behaviour Reflection Statements, exclusions
Safeguarding records	Concerns, actions taken and contact with other agencies
Financial records	Fees invoiced and paid, payment references and receipts. We do not hold your bank or card details.
Communications	Messages sent to the Madrasah phone, ClassDojo and e-mail; forms and consents
Images	Photographs or video taken by the Madrasah at lessons or events, only with parental consent

Most of this comes from you, on the admission form and during the year. Some comes from our own staff, and occasionally from your child's school or another agency where a child's safety requires it.

3. Why we use it and our lawful basis

Purpose	Lawful basis
Admitting your child, teaching them, reporting progress and contacting you	Contract with parents; legitimate interests in running the Madrasah
Registers, following up absence, behaviour and anti-bullying work	Legitimate interests
First aid, managing medical needs and emergencies	Vital interests; legitimate interests
Safeguarding and child protection	Legal obligation; substantial public interest (safeguarding of children)
Collecting fees and keeping accounts	Contract; legal obligation
Photographs and video for our website, booklet or social media	Consent, which you can withdraw at any time
Health and safety records and handling complaints	Legal obligation; legitimate interests

Health information and information that indicates religious belief are "special category" data. We process them only where the law allows: with your explicit consent, to protect someone's vital interests, for safeguarding, or as a not-for-profit body with a religious aim in relation to our own pupils and families.

4. Who we share it with

We share information only where it is needed and lawful:

- **Madrasah staff**, who see only what they need for their role
- **ClassDojo**, which we use for registers, rewards and messages to parents
- **Providers of our IT services**, such as e-mail, cloud storage, online forms and messaging, who process data on our behalf
- **Children's social care, the police, the Local Authority Designated Officer and health services**, where safeguarding or the law requires it. Consent is not needed to share information to protect a child.
- **Your child's day school**, including Madani Schools Federation, only where a safeguarding or welfare matter requires it
- **Emergency services**, in a medical emergency
- **Our accountants, insurers and professional advisers, HMRC and the Charity Commission**, where required
- **Organisers of trips or tournaments**, with your consent

We do not share information for marketing. Some of our service providers store data outside the UK. Where they do, we rely on the safeguards UK law requires.

5. How we keep it safe

- Electronic records are kept in password-protected Madrasah accounts, with access limited by role.

- Safeguarding records are kept separately, with access limited to the Designated Safeguarding Lead and deputies.
- Paper records are kept locked away and shredded when no longer needed.
- Staff use Madrasah accounts and the Madrasah phone for contact with families, not personal accounts.
- Staff are bound by a duty of confidentiality in their contracts and are trained in handling information.

6. How long we keep it

Record	Kept for
Admission, attendance, progress and behaviour records	Until 3 years after the pupil leaves
Fee and payment records	6 years after the end of the financial year
Accident and first aid records	Until the pupil reaches 21
Safeguarding and child protection records	Until the pupil reaches 25, or longer where the law or an inquiry requires
Complaints records	6 years after the complaint is closed
Photographs and video	Until consent is withdrawn, or 3 years after the pupil leaves
Enquiries and waiting list details	1 year, if the child does not join

Records are then securely deleted or destroyed.

7. Photographs and recordings

- The Madrasah photographs or films pupils only with a parent's written consent, and does not publish a child's full name with their image.
- **Parents and visitors may not take photographs or videos of children at Madrasah events.**
- Pupils may not have mobile phones or smart watches on site.

8. Your rights

You, and your child where they are old enough to understand, have the right to:

- Be told how information is used, which is the purpose of this policy
- Ask for a copy of the information we hold (a subject access request)
- Have inaccurate information corrected
- Ask for information to be erased, or its use restricted, in certain circumstances
- Object to processing based on legitimate interests
- Withdraw consent at any time, where we rely on consent

To use any of these rights, contact the Headteacher. We will reply within one month and there is normally no charge. We may need to confirm your identity first. In rare cases the law requires us to withhold information, for example where releasing it would put a child at risk.

Please tell us promptly when your address, phone number or your child's medical information changes.

9. If something goes wrong

If personal information is lost, stolen or sent to the wrong person, staff must tell the Headteacher immediately. We will contain the breach, assess the risk, and record it. Where there is a risk to people's rights, we report it to the Information Commissioner's Office within 72 hours and tell the families affected without undue delay.

10. Questions and complaints

Please contact the Headteacher first, so that we can put things right. If you remain unhappy, you may complain to the Information Commissioner's Office at www.ico.org.uk or on 0303 123 1113.

11. Related policies

Safeguarding & Child Protection · Health & Safety · Complaints Procedure

Fees & Payments Policy

MADANI MADRASAH · 2026–27

Organisation	Madani Madrasah, Muslim Community College (Intl) · Registered Charity No. 1200396
Applies to	All parents and carers of enrolled pupils
Policy date	November 2026
Next review	August 2027
Policy lead	Shaykh Mohammed Ahmed, Headteacher

1. Our approach to fees

Madani Madrasah is run by a registered charity and does not make a profit. Fees are set at the level needed to cover the cost of running the Madrasah, chiefly teachers' pay and premises, and we work to keep them as low as we can. Because the Madrasah has no other regular income, it cannot subsidise unpaid fees, and prompt payment is what allows classes to run.

2. Fees for 2026–27

Class	Annual fee	Per term
School Session: Ḥifẓ	£570	£190
School Session: Islamic Studies	£525	£175
Community Session: Ḥifẓ	£570	£190
Community Session: Islamic Studies	£525	£175
Pray & Play	£510	£170
College Ḥifẓ	£540	£180

- The fee is an annual fee for a place at the Madrasah for the whole academic year. It is not a charge per session.
- A non-refundable **admission fee of £20** completes enrolment for a new pupil.
- Fees are reviewed each year. Parents are told of any change before the new academic year begins.

3. When fees are due

Fees are paid in three termly instalments, **due in the first week of each term**:

Instalment	Due in the week commencing
Term 1	17 August 2026
Term 2	21 December 2026

Instalment	Due in the week commencing
Term 3	5 April 2027

Families who find termly payments difficult may ask to spread the annual fee over 10 monthly payments (September to June). Please arrange this with the Madrasah office before the instalment is due.

4. How to pay

- Pay by bank transfer (BACS) to the account named **Muslim Community College Intl**. The account details are on your invoice and in the Information Booklet.
- Use your **child's full name** as the payment reference.
- Send a screenshot of the payment to the Madrasah phone on 07542 547 498.
- A receipt is issued for every payment. Please keep it.

5. Sibling discount

Families with three or more children attending the Madrasah may apply for a 10% sibling discount. The discount is subject to approval and is not applied automatically.

6. If you are struggling to pay

We do not want financial difficulty to become a barrier to a child's Islamic education. If you are finding the fees hard to manage, please speak to the Headteacher in confidence **before** a payment is missed. Each case is considered individually, and a payment plan can usually be agreed.

7. Late and missed payments

1. A reminder is sent if an instalment has not been received by the end of the first week of term.
2. If it remains unpaid, the Madrasah office contacts the parent to agree a date or a payment plan.
3. If fees remain unpaid and no arrangement has been made, the Headteacher writes to the parent. **Continued non-payment may lead to the child being removed from the register.**

A child will not be embarrassed or treated differently in class because of unpaid fees. These matters are dealt with between the Madrasah and parents only.

8. Refunds, absence and withdrawal

- Fees are due for the entire period a child is enrolled on the Madrasah register.
- Fees are due per term and will not be reduced for not attending at any time.
- Fees already paid are not refundable.
- Fees are not reduced for absence, illness, holidays or approved leave, as the child's place and the teacher are kept for them.
- Fees are not reduced for planned holidays and closures in the Madrasah calendar, which are already reflected in the annual fee.
- No refund is given where a pupil is excluded.
- A pupil who joins part-way through the year pays from the term in which they join.

- Parents who wish to withdraw a child should tell the Madrasah office in writing as early as possible. Fees are payable for the term in which the child leaves.

9. Other charges

- A uniform item (e.g. topi or white hijab) provided to a pupil who arrives without one is invoiced to parents.
- Trips, tournaments and optional activities may carry a separate charge, which is notified in advance.
- Parents may be asked to meet the cost of deliberate damage to Madrasah or site property.

10. Questions and disputes

If you believe an invoice or receipt is wrong, contact the Madrasah office on 07542 547 498 or info@mccmadrasah.co.uk and we will check our records. If the matter is not resolved, our Complaints Procedure applies.

11. Related policies

Attendance & Punctuality · Complaints Procedure · Privacy & Data Protection